

MSAPTF Meeting Minutes

Thursday, September 30, 2010

Attending: Carmela Geer, Bruce Long, Susan Schenck, Fredlin Bennett, Sue Winsor, Lori Verderosa, Rick Lombardi, Chris Epperson, Jennifer Barrera

Committee chair called the Meeting to order at 6:06 p.m.

- 1. Introductions of all at the meeting. Welcome to new member.**
- 2. Approval of Minutes: Corrections to the spelling of the following names. Mark Tanquay, Lyn Dible, Shawn Brown**

Bruce moved to accept minutes as amended. Jennifer Barrera seconded. All in favor, none opposed.

- 3. Financial Reports: Financial report was presented by Bruce Long.**

Discussion – new CDBG Budget was awarded today for \$5K, some \$ was carried over from last year.

MSAPTF reports on the first two months of fiscal year – only expenses to date are personnel salary and fringe. Bruce explained that the ending of SPF/SIG funding and the award of the DFC grant for \$125,000 over 5 years.

Lori requested copy of e-mail from the Town of Middletown Administrator e-mail from Carmela. Continued discussion about funding, FTE status of coordinator and history of the RISAPA and SPF/SIG funding.

- 4. Executive Committee Reports:**

Bruce reported the history of Town of Middletown increasing required match. Bruce presented the history of Legislative Grant awards.

Carmela reports on Town of Middletown Administrator (TOMA) Directive regarding guidance for sustainability. TOMA asked us to revise the job description and plan to sustain with or without funding.

Ad Hoc committee was created by Chari, Vice Chair and Secretary to respond to the directive of the TOMA. Discussion of approaching the TOMA to request a workshop so that everyone can review the DFC grant.

Rick Lombardi moves to approach Shawn to request a DFC workshop with the Town Council. Motion is seconded by Fredlin Bennett.

Bruce feels that it may be premature to request a workshop but that we should rather meet with TOMA first.

Rick moves to amend the motion to have Chair request a meeting with Shawn to discuss how we are to proceed from her in regards to the roll out of the grant. Fredlin Bennett seconded the amended motion.

Bruce Long - Asks does this include RISAPA? Will the discussion be only DFC or will it include RISAPA. If we include RISAPA in the motion, we can ask Shawn for guidance regarding RISAPA and DFC. Bruce proposes that we request the meeting prior to the close of docket the 18th of October.

Discussion about intent to have a second staff member working on MSAPTF.

Discussion to clarify the personnel in the DFC grant; more clarification of the HISTORY of the RISAPA and SPF/SIG staffing patterns and funding aspects.

Carmela reports that the TOMA logic behind the sustainability

directive is to run MSAPTF with a part-time coordinator and treat all incoming funds individually regarding staffing. DFC was not originally written with the directive in mind.

More discussion about staffing. Carmela reported that we learned from SPF/SIG that RISAPA lost its identity

Lori reports that MSAPTF needs to discuss that DFC was designed to enhance our ability to function as a coalition. Lori reports that we need to discuss what needs to happen – can the things that needs to happen be done at 15 hours at 20 an hour.

Discussion of HISTORY of RISAPA Coordinator position FTE's. With new DFC grant award, Town continues to want MSAPTF to directive to be followed. DFC grant will be used to “enrich” the work of the Task Force. Town's logic is that we have a part time person who provides RISAPA funded work and that the DFC piece will be utilized as a separate entity with a full time coordinator and a part time support person.

Lori reports that DFC does not have that staffing pattern written in. Coordinator is included in DFC for 55%. Bruce reports that determinations about expending the grants are made by the Town administrator and Town Council.

DFC is schedule to begin 9/30/10; Q about expenditure requirements. Discussion about expenditure requirements, Town is in process of accepting.

Bruce proposes a workshop for MSAPTF members – to become familiar with grant proposal and award.

Lori reports that she has been trying to set up meeting with Shawn to

receive clarification regarding impact DFC has on the Coordinator Grant. Continued discussion regarding coordinator position and the Town of Middletown directive.

Carmela presents Powerpoint Presentation - Powerpoint presents the Sustainability AD Hoc committees proposal.

Lori reports that the proposal is very different - the DHS Legislative Program Narrative, logic model and DFC work plan. Lori reports that there needs to be a linkage between our plan and our needs assessment from SPF/SIG as well as inclusive of the priority areas identified at the State level.

Carm requests comments on the plan. Susan reports that she cannot respond without seeing the DFC grant. Lori asks if the Proposal was written with consideration of the RISAPA Plan. Lori asks who constituted the ad hoc committee.

Further discussion about mission, possibility to expand focus of MSAPTF to enjoy preventative health, safety for example: childhood obesity.

Jennifer Barrera moves to submit the proposed plan to the Town of Middletown Town Council. Rick Lombardi Seconds the motion. All in favor, none opposed.

Discussion returns to funding and FTE position vs PTE employment. Susan asks are we trying to retain individuals who we already know are competent? Chair reports that she was required to look at the system and not the people.

Lori presents her Coordinators Report. Report describes DFC grant award at length. Lori cautions MSAPTF from altering budget. DFC

must be notified in advance of any changes and those changes must be approved.

monies if not re-appropriated correctly.

Attached: Agenda, August Minutes, MSAPTF Committee List, Communication dated 8/26/10 from Shawn Brown – Town of Middletown Town Administrator, RISAPA financials dated 8/31/10, Power point Presentation “Town of Middletown Boards, Commissions and Committees Handbook”, MSAPTF Coordinator’s Report